

INFORMATION EXCHANGE

June 2005

Resources for Workforce Development Programs

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Need to Wake Up Your Training Program?



Call the Employment Training Network!

If your training program needs to be re-awakened, don't be alarmed! Call the Employment Training Network (ETN)!

Our on-call consultants will come on site with timely information to help rouse your current Workforce Investment Act (WIA) program. We'll help with fees and travel expenses.

We can also assist with expenses associated with visiting other programs to see their operation for yourself. You won't have to rely on second-hand information.

If resource materials are what you need, our lending library never sleeps! Leave a message and we'll respond to your request within 24 hours. Our up-to-date items are sure to help revive your program!

Sound like a dream come true? Call us at (916) 654-8896.



ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

Capacity Building Unit Staff Development Training

The Capacity Building Unit (CBU) of the Employment Development Department (EDD) Workforce Investment Division provides staff development training and technical assistance to the workforce community at no cost to the requesting agency.

The CBU curriculum is focused on the Workforce Investment Act (WIA). Courses are listed in the CBU Catalogue located at: www.edd.ca.gov/wiarep/wiacat.htm. Please consult the Training Calendar at www.edd.ca.gov/wiarep/wiacal.htm for the most current schedule.

Highlighted below are three classes currently being offered by the CBU.

Section 188: Method of Administration's Nine Elements - Understanding the Basic Concept of People with Disabilities: Do's and Don'ts

This two day workshop is designed to enhance customer service and the understanding of WIA's Section 188, Nondiscrimination and Equal Opportunities for People with Disabilities in the One-Stop system.

The primary emphasis is to provide knowledge of disability issues; a basic understanding of federal and state laws for people with disabilities; and skills, techniques and resources to implement disability law as it applies to WIA's workforce development system.

Material covered in this workshop will enable participants to transfer skills and techniques to specific program and physical access situations and/or issues that may arise for people with disabilities in their One-Stop system.

This workshop is designed for all involved with the WIA program, including Equal Opportunity Officers, clerical staff, business service representatives, case managers, staff in follow-up units, back-to-work units or retention units, supervisors, managers, training providers, employers, and all other LWIA partners and staff.

For more information, call Kim Lucero at (916) 653-1666 or email klucero2@edd.ca.gov.

Updated and Improved Assess with Finesse Workshop!

Since the *Assess with Finesse* workshop was introduced in July 2003, many workshops have been conducted and the response has been overwhelmingly positive. We have recently updated the course to provide a hands-on method of learning Internet assessment tools through the use of computer-learning labs. If you attended or hosted *Assess with Finesse* prior to 2005, you might want to consider taking another look at this workshop. Or if you have never attended this workshop, we encourage you to do so.

Assess with Finesse includes the introduction of the "Whole Person" assessment concept and provides the opportunity to familiarize yourself with the latest online assessment tools at no charge to you!

If you are interested in hosting *Assess with Finesse*, please note that you will need to provide a computer-learning lab so that each participant has their own station with Internet access, and a break out room for group activities.

For more information, call Joy Allender at (916) 654-8782 or email jallende@edd.ca.gov.

Let's Talk Business

The workforce development environment is facing bold challenges from reauthorization to privatization as well as budget reductions and proposed changes to performance outcomes. Therefore, it is imperative to step out of the "comfort zone" of doing business as usual and take a big picture view of the workforce development system and modify approaches to be more effective and efficient in brokering the service needs of the local labor market.

Course objectives of this workshop include: identify three differences between a "job developer" and an "employment broker"; identify three skills used by the employment broker; explain the "return on investment" for employment brokers; and demonstrate the process of brokering a client with an employer.

For more information, call Rick Record at (916) 653-5244 or email hrecord@edd.ca.gov.

Training Opportunities

DOL Training on Financial Accounting

The Department of Labor (DOL) Employment and Training Administration (ETA) Region 6 is sponsoring training entitled "Financial Accounting for ETA Training Programs." The training is designed for Local Workforce Investment Area (LWIA) staff, LWIA subrecipients, and service providers.

The emphasis of the training is on accounting on an accrual basis. There will be no fee for this training with each session limited to 50 attendees. Four two-day training sessions are planned. Two sessions will be held in Sacramento on June 14-15, 2005 and June 16-17, 2005; one in Los Angeles on June 21-22, 2005; and one in San Diego on June 23-24, 2005.

For additional information regarding training agenda, address of each session, and hotel room information, please visit www.edd.cahwnet.gov/wiarep/wiainbu.htm and select Information Bulletin WIAB04-103.

Training session reservations can be secured by contacting Macey Prince at the DOL ETA Region 6 Office in San Francisco. Ms. Prince can be reached by email at Prince.Macey@dol.gov, or by phone at (415) 975-4645.

Mark Your Calendars

California Workforce Association (CWA) - Youth Engagement Initiative with Edward DeJesus Youth Development and Research Fund
June 8, 2005 - San Jose, CA
www.calworkforce.org

California Workforce Association (CWA) - Motivating Yourself and Others with Paul Clayton
June 13, 2005 - Visalia, CA
June 15, 2005 - Glendale, CA
June 16, 2005 - San Diego, CA
www.calworkforce.org

California Workforce Association (CWA) and Greg Newton and Associates - Developing Demand-Driven Workforce Systems in Rural Areas and Smaller Communities
September 20-21, 2005 - Visalia, CA
September 22-23, 2005 - Sacramento, CA
www.calworkforce.org

ACCRA 45th Annual Conference

The 45th annual ACCRA conference "Diversifying Your Economic Base" will be held June 14 - 18, 2005, at the Windham San Diego at Emerald Plaza in San Diego.

The goal of the ACCRA conference is to examine emerging and fast-growing industries - including health care, biotechnology, tourism, homeland security, and advanced manufacturing - that have propelled the San Diego region to international prominence.

The California State Roundtable Session, "Building Partnerships for Regional Economic Analysis in California," on June 15, is co-hosted by ACCRA, the San Diego Regional Chamber of Commerce and the California Employment Development Department's (EDD) Labor Market Information Division.

The California roundtable session will convene researchers and analysts from across California to share information about: regional economic research underway, newly available local data about local economies, new research tools such as Geographic Information Systems (GIS) mapping, and creative approaches for sharing regional economic analysis with policy makers.

The agenda for the California State Roundtable is on the ACCRA website under "Pre-conference Activities."

For more information, including conference registration, visit www.accra.org/. The ACCRA is a national membership association supporting research on regional economies.

Department of Rehabilitation Offers Training

The Disability Access Section (DAS) of the Department of Rehabilitation (DOR) provides services regarding disability awareness and program and physical access at the One-Stop Career Centers. DOR offers free training and consulting services to One-Stop Career Center staff and partners.

For more information, please contact the DAS Training Coordinator, Bobby Aglubat at (916) 263-8695 or email dastraining@dor.ca.gov.

Youth Program Resources

Youthhood Website Launched

The Youthhood is a free, interactive, and dynamic website that assists young adults in preparing for life after high school. Grounded in the principals of universal design, the site addresses the future planning needs of all youth.

The concept of Youthhood, as well as its content and activities, is based on current research in positive youth development and transition planning and their impact on post-high school success.

Youthhood puts research into practice through a unique and extensive blend of content, interactive activities, links to related websites, and planning tools that tie youths' future goals to their current academic work. In addition, the site provides a progressive learning experience in that the further a specific topic is explored, the more activities that are tried and planning that is done, the more the youth will learn and be able to apply the information to their own lives.

Youthhood is a project of the National Center on Secondary Education and Transition (NCSET), which is funded by a five-year, \$9.5 million grant from the Office of Special Education Programs, U.S. Department of Education.

This new website, intended for young adults and their teachers, parents, and mentors, is now available at www.youthhood.org.

Article obtained from the publication Intersection: Navigating the Road to Work. To receive this newsletter visit www.ncwd-youth.info/intersection/signup_form.php.

Survey of Local Youth Councils

The California Workforce Investment Board commissioned a survey of California's Local Youth Councils (LYCs) in January 2005.

The purpose was to provide a snapshot of California's workforce investment system as it pertains to youth, including the successes and challenges the LYCs faced in implementing the Workforce Investment Act components relating to serving youth.

The document, entitled *Implementing the Youth-Related Components of the Workforce Investment Act in California: A Survey of Local Youth Councils*, is available for download at www.calwia.org.

Grant Opportunity

Grant Competition for Prisoner Reentry Initiative Announced

The U.S. Secretary of Labor, Elaine L. Chao, recently announced that approximately \$20 million will be competitively awarded for projects that carry out the Prisoner Reentry Initiative (PRI). The initiative is designed to reduce recidivism and help non-violent prisoners prepare for work as they reenter the community.

A competitive Solicitation for Grant Applications (SGA) appears in the Federal Register. The competition for grants will remain open until July 13, 2005, with awards to follow. The SGA will seek strategies that draw on the unique strengths of faith-based and community organizations to deliver services to ex-prisoners by providing a link to the communities to which they return.

The PRI is designed to help strengthen urban communities and assist ex-prisoners reentering the community through an employment-based program that incorporates housing, mentoring, job training and other transitional services.

The SGA was developed in collaboration with key leaders from the Departments of Labor, Justice, Housing and Urban Development and Health and Human Services.

For more information on the SGA, please visit www.doleta.gov/sga/sga.cfm or check the Federal Register. For more information on the Department of Labor's employment and training programs, please visit www.doleta.gov.

Older Worker

National Employ Older Workers Week

"National Employ Older Workers Week" has been observed in California for the past 40 years. It was initiated by the American Legion in 1958 to promote employment opportunities and acknowledge the special contributions of older Americans.

This important event is celebrated annually throughout the nation during the last full week of September. The Employment Development Department (EDD) joins the rest of the nation in observing this specially designated week.

For additional information on this event, as well as programs and services available for senior workers, please visit EDD's Senior Worker website located at www.edd.cahwnet.gov/eddsww.htm.

Disability Resources

Web-Based Information to Serve People With Disabilities

The Workforce Inclusion Policy Section of the Workforce Investment Division is pleased to announce two new web-based documents to help provide services to people with disabilities.

The Training Resources Guide For One-Stop Career Center Staff In Serving People With Disabilities is now available on the California WorkNet website located at: www.edd.ca.gov/one-stop/OSSDisabilitiesResource.pdf. The guide provides, in most cases, contact information along with a synopsis of the training and/or services that are available from each resource. Included in this document is *The Training Resource Directory* which may be used in determining the type of disability training One-Stop Career

Center staff need to ensure compliance with Section 188 of the Workforce Investment Act.

Also, a current list of Disability Program Navigators is now available on the WorkNet site at the following link: www.edd.ca.gov/one-stop/DPNList.pdf.

This link provides a listing of 31 Disability Program Navigators (DPN) that serve in One-Stop Career Centers throughout the State. The DPN serves as an expert on workforce development issues and policies impacting individuals with disabilities who are seeking employment, skill development, job retention assistance, or career advancement through the One-Stop Career Center system.

New Online Disability Training

As part of a continuing effort to provide disability orientation and training resources to One-Stop Career Center staff, the Employment Development Department (EDD) and the California Governor's Committee on Employment of People with Disabilities (Governor's Committee) introduces the Disability Navigator Training Series.

The Basic Navigator, the first of two trainings in the Disability Navigator Training Series, focuses on developing a fundamental awareness and understanding of disabilities.

It is now available to One-Stop Career Center staff and their partners. There is no charge for the training.

For instructions on how to access this online training, please visit www.edd.cahwnet.gov/wiarep/wiainbu.htm and select Information Bulletin WIAB04-97.

If you have any questions or comments about the Disability Navigator Training Series, please contact Robyn Peguero at rpeguero@edd.ca.gov or (916) 654-0205.

Brochures Available on Work-Related Resources for People with Disabilities

The California Governor's Committee on Employment of People with Disabilities and the Employment Development Department are partnering with the California Health Incentives Improvement Project (CHIIP) to provide brochures relating to work incentive programs and services that are available for job seekers and workers with disabilities in the Workforce Development Community.

The publication order form and brochures can be downloaded from the CHIIP website at www.chiip.org/publications.html.

To obtain additional information, please contact Regina Cademarti with the CHIIP at (916) 654-2561.

Labor Department Kicks Off Employer Assistance & Recruiting Network

The U.S. Department of Labor recently announced a nationwide outreach campaign to educate employers, workers and the public about a free recruiting service that meets employer staffing needs, lowers recruiting costs and impacts an employer's bottom line.

The service, the Employer Assistance & Recruiting Network — EARN — matches employer job openings with

productive and skilled employees with disabilities. EARN also provides information and technical assistance.

For more information about EARN and the Office of Disability Employment Policy, please visit www.dol.gov/odep and click on the *Earnworks* logo in the left-hand column.

Check It Out!

The resource materials listed below are available for loan from the ETN library. Please leave a message at (916) 654-8386 with your requests. Available items will be shipped within 24 hours of request. If an item is already checked out, you will be placed on a reserve list.

BASIC SKILLS

The Secrets of Taking Any Test, Learn the Techniques Successful Test Takers Know, Learning Express (**J2291**)

How to Study, Discover How Your Personal Learning Style Can Help You Succeed, Learning Express (**J2292**)

Read Better, Remember More: Read Effectively and Retain What You've Read, Learning Express (**J2293**)

Grammar Essentials, Learn to Express Yourself Clearly and Correctly, Learning Express (**J2294**)

Math Essentials, Conquer Fractions, Decimals & Percentages—Get the Right Answer Every Time!, Learning Express (**J2295**)

Improve Your Writing for Work, Express Yourself Clearly and Concisely, Learning Express (**J2296**)

AT-RISK YOUTH

10 Keys to Success for At-Risk Students, Educator's Choice (Video) (**J2297-AV**)

CAREER PLANNING

Great Jobs Without a College Degree, Linx Educational Publishing, Inc. (Video) (**J2298-AV**)

300 Best Jobs Without a Four-Year Degree, JIST Works (**J2300**)

Envision Your Career, A Language-Free Video Career Interest Inventory, JIST Works (Video) (**J2303-AV**)

Networking for Job Search and Career Success, Second Edition, JIST Works (**J2304**)

OLDER WORKERS

Over-40 Job Search Guide, 10 Strategies for Making Your Age an Advantage in Your Career, JIST Works (**J2305**)

EX-OFFENDERS

Finding Employment: The First Step for the Ex-Offender to Making It On the Outside, NaJor Educational Publishing (Video) (**J2306-AV**)

Tough Question & Straight Answers, Disclosing Your Criminal Record to an Employer, 9 to 5 Productions (Video) (**J2307-AV**)

INFORMATION EXCHANGE

June 2005

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		1	2	3
6	7 That's Not My Job Oakland- (510) 768-4442	8 CWA-Youth Engagement Initiative San Jose- www.calworkforce.org	9	10
13 CWA-Motivating Yourself and Others Visalia- www.calworkforce.org	14 CWA-Motivating Yourself and Others Glendale- www.calworkforce.org	15	16 WIA Cost Allocation Planning Tulare- (559) 713-5236 CWA-Motivating Yourself and Others San Diego- www.calworkforce.org	17
20 WIA Cost Allocation Planning San Diego- (619) 228-2900	21	22	23 WIA Adult & Dislocated Worker Performance Management Merced- (209) 724-2061	24
27	28 WIA Cost Allocation Planning Los Angeles County- (213) 738-2772	29	30	

*Training in shaded boxes conducted by the Capacity Building Unit - www.edd.ca.gov/wiacal.htm

INFORMATION EXCHANGE

EMPLOYMENT TRAINING NETWORK
c/o EDD/WID
PO Box 826880 MIC 69
Sacramento, CA 94280-0001

THE EMPLOYMENT TRAINING NETWORK *Resources for Workforce Investment Act (WIA) Programs*

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The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's Workforce Investment Act (WIA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of areas. Local Workforce Investment Area (LWIA) staff may benefit from the following services:

- **consultant services** - to enhance staff's skills, knowledge, and motivation
- **program site visits** - staff reimbursement provided for travel expenses
- **resource library** - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- **referrals** - to other employment and training programs
- **Information Exchange newsletter** - informative newsletter announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to LWIA staff members or contractors operating LWIA programs. ETN staff: Diane Coad, Project Manager and Janine Cota, Administrative Assistant. **WIA funded agencies may receive Employment Training Network services by calling (916) 654-8896.**

EDD is an equal opportunity employer/program.